

# Extended**Studies**

Continuing Education and Professional Development  
from the **University of Nevada, Reno**



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the modern workplace.  
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## Core career skills for today's workplace.

Build your résumé, your confidence and your career with one- and two-day midweek courses, evening and weekend class sessions, custom certificates tailored to your training and scheduling needs, or online programs available anytime, anywhere. Taught by industry leaders and distinguished University faculty, more than 100 University-quality noncredit courses and programs listed inside are designed with diverse interests, aspirations and schedules in mind. Register online at [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) or call (775) 784-4062 or 1-800-233-8928. Noncredit professional development courses may be taken independently and require no formal admission to the University.

## More individual courses now available!

Whether you're ready to commit to an in-depth, 10-course certificate, seeking a refresher in up-to-the-minute trends and issues, or looking for hands-on skills that can be applied immediately in the workplace, our conveniently scheduled one- and two-day courses deliver the training you need. Custom Management Certificates offer the freedom of taking the courses you want — at your own pace — to build a 10-course certificate demonstrating your commitment to a top-quality educational program. Management Certificates are awarded after completion of five core courses in Human Resources, Public or Supervisory Management, along with five elective courses.

### Human Resources Management Core Courses

- Compensation and Benefits\*
- Employee Relations\*
- Employment, Placement and Practices\*
- Human Resources Training and Development\*
- Legal Aspects and Liability Issues for Employers\*

### Public Management Core Courses\*\*

- Administrative Law: Understanding Policy, Rules and Decisions
- Cooperative Government: Understanding Intergovernmental Relations
- Public Finance: How the Dollars are Distributed
- Public Sector Human Resources\*
- Understanding Public Administration

### Supervisory Management Core Courses

- Effective Communication Skills in the Workplace\*
- Legal Aspects and Liability Issues for Employers\*
- Managing and Supervising People\*
- Performance Management\*
- Strategies for Understanding Financial Statements\*

*\*Courses marked with an asterisk have been approved for six to 12 recertification credit hours toward PHR or SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification and recertification, please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org).*

**Early registration is encouraged. All courses require a minimum enrollment and may be cancelled if you delay your registration. For full course descriptions, locations and cancellation and refund policies or to request an Extended Studies course catalog, visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) or call (775) 784-4046 or 1-800-233-8928.**

### **\$AVE!** Supervisory Management Five-Core-Course Discount

Individuals who register for all five Supervisory Management core courses at the same time will receive a special discounted rate for each core course as noted in course descriptions in our Fall catalog or online at [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu). Completion of all five courses is required.

**\*\*Public Management Certificate** core courses will not be offered after June 2010. For information about Public Management courses and certificate completion, contact Shera Alberti-Annunzio at Extended Studies, (775) 784-4046 or 1-800-233-8928, or email: [shera@unr.edu](mailto:shera@unr.edu).



## Course Series and Certificate Programs

In addition to one- and two-day courses, Extended Studies offers a diverse selection of leading-edge professional development certificate programs and course series held over several days, weeks or months — with some available anytime online!

### Course Series and Certificate Programs

- **NEW!** Advanced Human Resources Courses
- Advanced Management Program
- **NEW!** Business Computer Skills Series
- **NEW!** Energy Management Certificate
- Excellence in Nonprofit Management Institute
- Graphics Professional Series
- Human Resources Management Certificate
- **NEW!** Legal Research for Paralegals and Legal Assistants
- **NEW!** New and Social Media Marketing for Busy People: Building the Self Brand Online and through Social Word-of-Mouth Marketing
- Legal Writing for Paralegals and Legal Assistants
- Paralegal Studies Certificate Program
- Professional in Human Resources (PHR/SPHR) Study Program
- **NEW FORMAT!** Project Management Essentials Certificate Program
- Public Management Certificate
- Supervisory Management Certificate
- **NEW!** Workplace Learning Professional Certificate

**Ask about discounts available for multiple registrations from the same organization!**

### Online Certificates

- LearnLaw
- Professional Certificate in Fitness Business Management
- Professional Certificate in Nutrition for Optimal Health, Wellness and Sports
- Professional/Advanced Certificates in Personal Fitness Training
- Professional Certificate in Personal Training and Group Exercise for Older Adults
- **NEW!** Professional Certificate in Women's Exercise Training and Wellness
- Project Management
- Purchasing Management
- Six Sigma Green Belt and Black Belt

**Register online today!**

**[www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu)  
(775) 784-4062 or 1-800-233-8928**



Listed alphabetically under each heading, our courses and multiple-session programs may be taken independently and require no formal admission to the University. Take courses individually, or build a custom Management Certificate with five **Human Resources**, **Public** or **Supervisory Management** core courses and five **Certificate Electives**. You may also combine three **Project Management Essentials** courses to earn a Project Management Essentials Certificate, or choose from our complete, multiple-session **Certificate Programs** in such areas as Energy Management, Marketing and Paralegal Studies.

Visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) or call (775) 784-4046 or 1-800-233-8928 for course and certificate program descriptions, registration and more about professional development programs offered by Extended Studies at the University of Nevada, Reno.

### Compensation and Benefits\*

Dec. 3, 2009; Thurs., 9 a.m.-4 p.m.

Sched. #: 094CHR104 / \$195 / Instr.: Wheeler

May 5, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CHR104 / \$195 / Instr.: Wheeler

### Employee Relations\*

Sept. 30, 2009; Wed., 9 a.m.-4 p.m.

Sched. #: 094CHR102 / \$195 / Instr.: McNamara (Redmon)

Feb. 17, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CHR102 / \$195 / Instr.: McNamara (Redmon)

### Employment, Placement and Practices\*

Jan. 28, 2010; Thurs., 9 a.m.-4 p.m.

Sched. #: 101CHR101 / \$195 / Instr.: Jensen

June 8, 2010; Tues., 9 a.m.-4 p.m.

Sched. #: 103CHR101 / \$195 / Instr.: Jensen

### Human Resources Training and Development\*

Oct. 15, 2009; Thurs., 9 a.m.-4 p.m.

Sched. #: 094CHR103 / \$210 / Instr.: McNamara (Redmon)

April 14, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CHR103 / \$210 / Instr.: McNamara (Redmon)

### Legal Aspects and Liability Issues for Employers\*

Nov. 18-19, 2009; Wed.-Thurs., 9 a.m.-4 p.m.

Sched. #: 094CSM102 / \$325 / Instr.: Hall

March 24-25, 2010; Wed.-Thurs., 9 a.m.-4 p.m.

Sched. #: 101CSM102 / \$325 / Instr.: Hall

### NEW! Getting More from Your Compensation and Benefits Programs\*

June 16, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 103AHR106 / \$215 / Instr.: Wheeler

### NEW! Principles of Total Rewards\*

Feb. 10, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101AHR105 / \$215 / Instr.: Wheeler

### NEW! The Rules Have Changed: Is Your HR Department in Compliance?\*

April 29, 2010; Thurs., 9 a.m.-4 p.m.

Sched. #: 101AHR103 / \$215 / Instr.: Hall

### NEW! Safety Issues for Human Resources: Recording and Reporting\*

Oct. 6, 2009; Tues., 9 a.m.-4 p.m.

Sched. #: 094AHR104 / \$215 / Instr.: Graham

### Administrative Law: Understanding Policy, Rules and Decisions

Oct. 16, 2009; Fri., 9 a.m.-4 p.m.

Sched. #: 094CPM104 / \$195 / Instr.: Rankin

March 19, 2010; Fri., 9 a.m.-4 p.m.

Sched. #: 101CPM104 / \$195 / Instr.: Rankin

### Cooperative Government: Understanding Intergovernmental Relations

Dec. 9, 2009; Wed., 9 a.m.-4 p.m.

Sched. #: 094CPM102 / \$195 / Instr.: Morin

May 14, 2010; Fri., 9 a.m.-4 p.m.

Sched. #: 101CPM102 / \$195 / Instr.: Morin

### Public Finance: How the Dollars are Distributed

Nov. 20, 2009; Fri., 9 a.m.-4 p.m.

Sched. #: 094CPM103 / \$195 / Instr.: Sanada

April 21, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CPM103 / \$195 / Instr.: Sanada

### Public Sector Human Resources\*

Jan. 27, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CPM105 / \$195 / Instr.: Morin

June 2, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 103CPM105 / \$195 / Instr.: Morin

### Understanding Public Administration

Sept. 23, 2009; Wed., 9 a.m.-4 p.m.

Sched. #: 094CPM101 / \$215 / Instr.: Herzik

Feb. 24, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CPM101 / \$215 / Instr.: Herzik

**SAVE! Supervisory Management Five-Core-Course Discount**  
See our catalog or visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) for details.

### Effective Communication Skills in the Workplace\*

Sept. 24-25, 2009; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 094CSM101 / \$325 / Instr.: Zimmerman

Feb. 25-26, 2010; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 101CSM101 / \$325 / Instr.: Harmon

### Legal Aspects and Liability Issues for Employers\*

Nov. 18-19, 2009; Wed.-Thurs., 9 a.m.-4 p.m.

Sched. #: 094CSM102 / \$325 / Instr.: Hall

March 24-25, 2010; Wed.-Thurs., 9 a.m.-4 p.m.

Sched. #: 101CSM102 / \$325 / Instr.: Hall

### Managing and Supervising People\*

Jan. 21-22, 2010; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 101CSM103 / \$325 / Instr.: Hernandez

June 3-4, 2010; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 103CSM103 / \$325 / Instr.: Hernandez

### Performance Management\*

Oct. 21-22, 2009; Wed.-Thurs., 9 a.m.-4 p.m.

Sched. #: 094CSM104 / \$325 / Instr.: Sanders

April 15-16, 2010; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 101CSM104 / \$325 / Instr.: Sanders

### Strategies for Understanding Financial Statements\*

Dec. 10, 2009; Thurs., 9 a.m.-4 p.m.

Sched. #: 094CSM105 / \$195 / Instr.: Kalt

May 12, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CSM105 / \$195 / Instr.: Kalt

### NEW! Building Knowledge through Sensemaking

Oct. 29, 2009; Thurs., 9 a.m.-4 p.m.

Sched. #: 094CX231 / \$195 / Instr.: Minarik

### Building Morale and Managing Motivation

Feb. 11, 2010; Thurs., 9 a.m.-4 p.m.

Sched. #: 101CX101 / \$195 / Instr.: Hernandez

### NEW! Business Etiquette: Creating a Powerful Executive Image

March 4, 2010; Thurs., 9 a.m.-4 p.m.

Sched. #: 101LEAD110 / \$195 / Instr.: J. Webb

### Business Writing for Results

Oct. 8-9, 2009; Thurs.-Fri., 9 a.m.-noon

Sched. #: 094CX132 / \$195 / Instr.: Brown

### NEW! Critical Thinking and Influencing Skills

May 19-20, 2010; Wed.-Thurs., 9 a.m.-4 p.m.

Sched. #: 101LEAD109 / \$325 / Instr.: J. Webb

### **NEW! Conducting Consumer Attitude Surveys**

Oct. 23, 2009; Fri., 9 a.m.-4 p.m.

Sched. #: 094CX147 / \$205 / Instr.: Sanders

### **Conducting Successful Interviews\***

Oct. 27, 2009; Tues., 9 a.m.-4 p.m.

Sched. #: 094CX106 / \$195 / Instr.: Jensen

May 18, 2010; Tues., 9 a.m.-4 p.m.

Sched. #: 101CX106 / \$195 / Instr.: Jensen

### **Developing Your Employees — Increasing Your Team's Performance**

April 2, 2010; Fri., 8 a.m.-5 p.m.

Sched. #: 101CX219 / \$225 / Instr.: Vassiliou

### **Effective Discipline and Documentation\***

Dec. 8, 2009; Tues., 9 a.m.-4 p.m.

Sched. #: 094CX111 / \$195 / Instr.: Jensen

July 13, 2010; Tues., 9 a.m.-4 p.m.

Sched. #: 103CX111 / \$195 / Instr.: Jensen

### **Employee Orientations: From Design to Implementation\***

April 6, 2010; Tues., 9 a.m.-4 p.m.

Sched. #: 101CX108 / \$195 / Instr.: Jensen

Aug. 5, 2010; Thurs., 9 a.m.-4 p.m.

Sched. #: 103CX108 / \$195 / Instr.: Jensen

### **Employee Retention Tactics that Work\***

March 10, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CX204 / \$195 / Instr.: McNamara (Redmon)

### **NEW! Exceptional Customer Service: How to Create a Hero Culture at Work**

Oct. 14 and 21, 2009; Wed., 9 a.m.-4 p.m.

Sched. #: 094LEAD107 / \$250 by Sept. 23; \$325 after Sept. 23

Instr.: J. Webb

### **NEW! Gender and Business: Communicating Effectively, Handling Conflict and Building Credibility at Work**

April 29-30, 2010; Thurs.-Fri., 9 a.m.-4 p.m.

Sched. #: 101LEAD108 / \$325 / Instr.: J. Webb

### **NEW! Getting Organized: The G0® System**

Aug. 18, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 103CX226 / \$325 / Instr.: Hanks

### **NEW! Last One Standing: How to Stay Engaged and Motivated After Layoffs\***

April 23, 2010; Fri., 9 a.m.-4 p.m.

Sched. #: 101CX232 / \$195 / Instr.: Prendergast

### **Planning and Implementing Employee Events and Recognition Programs\***

March 31, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CX212 / \$195 / Instr.: McNamara (Redmon)

### **The Power of Coaching: Tapping Human Potential to Maximize Performance and Profits**

Dec. 4, 2009; Fri., 9 a.m.-4 p.m.

Sched. #: 094CX211 / \$195 / Instr.: Prendergast

### **NEW! Problem Solving: Creating Solutions**

March 5, 2010; Fri., 9 a.m.-4 p.m.

Sched. #: 101CX230 / \$195 / Instr.: Farmer

### **NEW! Stepping Up to Leadership: Skills for Administrative Assistants**

April 23, 2010; Fri., 9 a.m.-4 p.m.

Sched. #: 101LEAD111 / \$195 / Instr.: J. Webb

### **Strategies for Handling Workplace Violence\***

Oct. 2, 2009; Fri., 9 a.m.-4 p.m.

Sched. #: 094CX129 / \$195 / Instr.: Frenkel

### **NEW! Talking 'til You're Blue? How to Handle Difficult Conversations**

Nov. 6, 2009; Fri., 9 a.m.-4 p.m.

Sched. #: 094CX228 / \$225 / Instr.: Harmon

### **Working with the Problem Employee\***

Nov. 3, 2009; Tues., 9 a.m.-4 p.m.

Sched. #: 094CX128 / \$205 / Instr.: McNamara (Redmon)

May 26, 2010; Wed., 9 a.m.-4 p.m.

Sched. #: 101CX128 / \$205 / Instr.: McNamara (Redmon)

## **PROJECT MANAGEMENT ESSENTIALS**

### **Managing with MS Project®**

Dec. 1-3, 2009; Tues.-Thurs., 6-9 p.m.

Sched. #: 094CPML202 / \$250 by Nov. 10; \$325 after Nov. 10

Instr.: Manibog

April 13-15, 2010; Tues.-Thurs., 6-9 p.m.

Sched. #: 101CPML201 / \$250 by March 23; \$325 after March 23

Instr.: Manibog

### **NEW! Project Management: Beyond the Basics**

Oct. 20-Nov. 5, 2009; Tues. and Thurs., 5:30-8:30 p.m.

Sched. #: 094CPML107 / \$585 by Sept. 29; \$695 after Sept. 29

Instrs.: Ball, Grundy and E. Webb

March 9-25, 2010; Tues. and Thurs., 5:30-8:30 p.m.

Sched. #: 101CPML107 / \$585 by Feb. 19; \$695 after Feb. 19

Instrs.: Ball, Grundy and E. Webb

### **Project Management Essentials**

Sept. 15-30, 2009; Tues.-Wed., 5:30-8:30 p.m.

Sched. #: 094CPML101 / \$585 by Aug. 28; \$695 after Aug. 28

Instr.: Ball

Feb. 2-17, 2010; Tues.-Wed., 5:30-8:30 p.m.

Sched. #: 101CPML101 / \$585 by Jan. 13; \$695 after Jan. 13

Instr.: Ball

## **CERTIFICATE PROGRAMS**

### **Advanced Management Program**

Feb. 6-April 20, 2010; Sat., 9 a.m.-3 p.m.;

select Tues.-Wed., 6-9 p.m.

Sched. #: 101AMP101 / \$1,875

Instrs.: University of Nevada, Reno faculty

### **NEW! Energy Management Certificate**

Sept. 15-Nov. 17, 2009; Tues., 6-9 p.m.

Sched. #: 094CEM101 / \$1,050 / Instr.: Terrell

### **Excellence in Nonprofit Management Institute**

April 26-30, 2010; Mon.-Fri., 8 a.m.-5 p.m.

Sched. #: 101CNP109 / \$900 by April 9; \$1,100 after April 9

Instrs.: Nonprofit management professionals

### **NEW! Legal Research for Paralegals and Legal Assistants**

Sept. 21-Oct. 8, 2009; Mon. and Thurs., 6-9 p.m.

Sched. #: 094PARA1051 / \$425 / Instr.: Spoo

### **Legal Writing for Paralegals and Legal Assistants**

Feb. 22-March 11, 2010; Mon. and Thurs., 6-9 p.m.

Sched. #: 101PARA104 / \$425 / Instr.: Spoo

### **NEW! New and Social Media Marketing for Busy People**

Sept. 28-Oct. 12, 2009; Mon., 6-9 p.m.

Sched. #: 094LEAD103 / \$399 / Instr.: Felts

### **Paralegal Studies Certificate Program**

Sept. 12-Dec. 6, 2009; select Sat. and Sun., 9 a.m.-5 p.m.

Sched. #: 094PARA101 / \$1,995 / Instrs.: Bowman and Spoo

Jan. 30-May 2, 2010; select Sat. and Sun., 9 a.m.-5 p.m.

Sched. #: 101PARA1011 / \$1,795 by Jan. 13; \$1,995 after Jan. 13

Instrs.: Bowman and Spoo

### **Professional in Human Resources (PHR/SPHR) Study Program**

Sept. 21-Nov. 30, 2009; select Mon., 3:30-7 p.m.

Sched. #: 094PHR101 / \$1,300

Instrs.: Human resources professionals

Feb. 9-April 27, 2010; select Tues., 3:30-7 p.m.

Sched. #: 101PHR101 / \$1,150 by Jan. 9; \$1,300 after Jan. 9

Instrs.: Human resources professionals

### **NEW! Workplace Learning Professional Certificate**

Feb. 4-March 26, 2010; Thurs.-Fri., 8 a.m.-5 p.m.

Sched. #: 101TRN1021 / \$1,195 by Jan. 15; \$1,395 after Jan. 15

Instr.: Vassiliou

**Beginning Dreamweaver®**

Nov. 3-5, 2009; Tues.-Thurs., 6-9 p.m.  
Sched. #: 094TECH955 / \$299 / Instr.: Welch

**Beginning Flash®**

Sept. 15-17, 2009; Tues.-Thurs., 6-9 p.m.  
Sched. #: 094TECH9532 / \$299 / Instr.: Welch

**Beginning Illustrator®**

Oct. 20-29, 2009; Tues.-Thurs., 6-9 p.m.  
Sched. #: 094TECH957 / \$349 / Instr.: Welch

**Beginning InDesign®**

Dec. 1-3, 2009; Tues.-Thurs., 6-9 p.m.  
Sched. #: 094TECH965 / \$299 / Instr.: Welch

**Beginning Photoshop®**

Sept. 29-Oct. 8, 2009; Tues.-Thurs., 6-9 p.m.  
Sched. #: 094TECH951 / \$349 / Instr.: Welch

**Advanced Photoshop®**

Dec. 8-17, 2009; Tues.-Thurs., 6-9 p.m.  
Sched. #: 094TECH9522 / \$349 / Instr.: Welch

**Photoshop® Elements Basics**

Sept. 14 and 21, 2009; Mon., 6-9 p.m.  
Sched. #: 094TECH943 / \$79 / Instr.: Welch  
Nov. 7 and 14, 2009; Sat., 9 a.m.-noon  
Sched. #: 094TECH9432 / \$79 / Instr.: Welch

**Photoshop® Elements Advanced**

Dec. 5 and 12, 2009; Sat., 9 a.m.-noon  
Sched. #: 094TECH944 / \$79 / Instr.: Welch

**Using a Digital Camera**

Sept. 19 and 26, 2009; Sat., 9 a.m.-noon  
Sched. #: 094TECH942 / \$79 / Instr.: Welch

**Using a Digital SLR Camera**

Oct. 17 and 24, 2009; Sat., 9 a.m.-noon  
Sched. #: 094TECH913 / \$79 / Instr.: Welch

*\*Courses marked with an asterisk have been approved for six to 12 recertification credit hours toward PHR or SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification and recertification, please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org).*

**Microsoft Access® Basics**

Nov. 10 and 17, 2009; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH310 / \$300 / Instr.: Gage

**Microsoft Access® Intermediate**

Nov. 20 and 24, 2009; Fri. and Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH311 / \$300 / Instr.: Gage

**Microsoft Excel® Basics**

Oct. 2, 2009; Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH301 / \$150 / Instr.: Gage  
Oct. 26-27, 2009; Mon.-Tues., 6-9 p.m.  
Sched. #: 094TECH3012 / \$150 / Instr.: Gage  
Dec. 1, 2009; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH3013 / \$150 / Instr.: Gage

**Microsoft Excel® Intermediate**

Oct. 6, 2009; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH302 / \$150 / Instr.: Gage  
Nov. 2-3, 2009; Mon.-Tues., 6-9 p.m.  
Sched. #: 094TECH3022 / \$150 / Instr.: Gage  
Dec. 4, 2009; Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH3023 / \$150 / Instr.: Gage

**Microsoft Excel® Advanced**

Oct. 9, 2009; Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH303 / \$150 / Instr.: Gage  
Dec. 18, 2009; Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH3032 / \$150 / Instr.: Gage

**Microsoft Outlook® Basics**

Dec. 15, 2009; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH307 / \$150 / Instr.: Gage

**Microsoft PowerPoint® Basics**

Sept. 22, 2009; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH308 / \$150 / Instr.: Gage

**Microsoft Word® Basics**

Sept. 25, 2009; Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH304 / \$150 / Instr.: Gage  
Oct. 12-13, 2009; Mon.-Tues., 6-9 p.m.  
Sched. #: 094TECH3042 / \$150 / Instr.: Gage  
Dec. 8, 2009; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH3043 / \$150 / Instr.: Gage

**Microsoft Word® Intermediate**

Sept. 29, 2009; Tues., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH305 / \$150 / Instr.: Gage  
Oct. 19-20, 2009; Mon.-Tues., 6-9 p.m.  
Sched. #: 094TECH3052 / \$150 / Instr.: Gage  
Dec. 11, 2009; Fri., 8:30 a.m.-3:30 p.m.  
Sched. #: 094TECH3053 / \$150 / Instr.: Gage

**Class Locations**

Most classes are held at the University of Nevada, Reno, Continuing Education Building, 1041 N. Virginia St., or at the University's Redfield Campus, 18600 Wedge Parkway, Reno. For class locations and other course-specific information, visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu).

**Added Value — Lunch and Parking!**

Your fee for most full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Fees for Extended Studies professional development courses held on the main University campus include parking near the Continuing Education Building. Additional information about permits and parking availability for Extended Studies registrants will be included in confirmation letters sent prior to class. Parking is available at Redfield Campus without a permit.

**Register online today!**

[www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu)  
(775) 784-4062 or  
1-800-233-8928



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## Professional Development 2009-2010 / Course Schedule at a Glance

The following courses may be taken independently and require no formal admission to the University. For registration and information about Extended Studies courses and programs, visit [www.extendedstudies.unr.edu](http://www.extendedstudies.unr.edu) or call (775) 784-4062 or 1-800-233-8928.

### September 2009

- 12 Paralegal Studies Certificate begins (16 sessions)
- 14 Photoshop® Elements Basics begins (2 sessions)
- 15 Energy Management Certificate begins (10 sessions)
- 15-17 Beginning Flash®
- 15 Project Management Essentials begins (6 sessions)
- 19 Using a Digital Camera begins (2 sessions)
- 21 Legal Research for Paralegals and Legal Assistants begins (6 sessions)
- 21 Professional in Human Resources (PHR/SPHR) Study Program begins (11 sessions)
- 22 Microsoft PowerPoint® Basics
- 23 Understanding Public Administration
- 24-25 Effective Communication Skills in the Workplace
- 25 Microsoft Word® Basics
- 28 New and Social Media Marketing begins (3 sessions)
- 29 Beginning Photoshop® begins (6 sessions)
- 29 Microsoft Word® Intermediate
- 30 Employee Relations

### October 2009

- 2 Microsoft Excel® Basics
- 2 Strategies for Handling Workplace Violence
- 6 Microsoft Excel® Intermediate
- 6 Safety Issues for HR: Recording and Reporting
- 8-9 Business Writing for Results
- 9 Microsoft Excel® Advanced
- 12-13 Microsoft Word® Basics
- 14 Exceptional Customer Service begins (2 sessions)
- 15 Human Resources Training and Development
- 16 Administrative Law: Understanding Policy, Rules and Decisions
- 17 Using a Digital SLR Camera begins (2 sessions)
- 19-20 Microsoft Word® Intermediate
- 20 Beginning Illustrator® begins (6 sessions)
- 20 Project Management: Beyond the Basics begins (6 sessions)
- 21-22 Performance Management
- 23 Conducting Consumer Attitude Surveys
- 26-27 Microsoft Excel® Basics
- 27 Conducting Successful Interviews
- 29 Building Knowledge through Sensemaking

### November 2009

- 2-3 Microsoft Excel® Intermediate
- 3-5 Beginning Dreamweaver®
- 3 Working with the Problem Employee
- 6 Talking 'til You're Blue?
- 7 Photoshop® Elements Basics begins (2 sessions)
- 10 Microsoft Access® Basics begins (2 sessions)
- 18-19 Legal Aspects and Liability Issues for Employers
- 20 Microsoft Access® Intermediate begins (2 sessions)
- 20 Public Finance: How the Dollars are Distributed

### December 2009

- 1 Microsoft Excel® Basics
- 1-3 Beginning InDesign®
- 1-3 Managing with MS Project®
- 3 Compensation and Benefits
- 4 Microsoft Excel® Intermediate
- 4 The Power of Coaching
- 5 Photoshop® Elements Advanced begins (2 sessions)
- 8 Effective Discipline and Documentation
- 8 Advanced Photoshop® begins (6 sessions)
- 8 Microsoft Word® Basics
- 9 Cooperative Government: Understanding Intergovernmental Relations
- 10 Strategies for Understanding Financial Statements
- 11 Microsoft Word® Intermediate
- 15 Microsoft Outlook® Basics
- 18 Microsoft Excel® Advanced

### January 2010

- 21-22 Managing and Supervising People
- 27 Public Sector Human Resources
- 28 Employment, Placement and Practices
- 30 Paralegal Studies Certificate begins (16 sessions)

### February 2010

- 2 Project Management Essentials begins (6 sessions)
- 4 Workplace Learning Professional begins (5 sessions)
- 6 Advanced Management Program begins (12 sessions)
- 9 Professional in Human Resources (PHR) Study Program begins (11 sessions)
- 10 Principles of Total Rewards
- 11 Building Morale and Managing Motivation
- 17 Employee Relations
- 22 Legal Writing for Paralegals and Legal Assistants begins (6 sessions)
- 24 Understanding Public Administration
- 25-26 Effective Communication Skills in the Workplace

### March 2010

- 4 Business Etiquette
- 5 Problem Solving: Creating Solutions
- 9 Project Management: Beyond the Basics begins (6 sessions)
- 10 Employee Retention Tactics that Work
- 19 Administrative Law: Understanding Policy, Rules and Decisions
- 24-25 Legal Aspects and Liability Issues for Employers
- 31 Planning and Implementing Employee Events and Recognition Programs

### April 2010

- 2 Developing Your Employees
- 2 Employee Orientations: From Design to Implementation
- 13-15 Managing with MS Project®
- 14 Human Resources Training and Development
- 15-16 Performance Management
- 21 Public Finance: How the Dollars are Distributed
- 23 Last One Standing
- 23 Stepping Up to Leadership
- 26-30 Excellence In Nonprofit Management Institute
- 29-30 Gender and Business
- 29 The Rules Have Changed: Is Your HR Department in Compliance?

### May 2010

- 5 Compensation and Benefits
- 12 Strategies for Understanding Financial Statements
- 14 Cooperative Government: Understanding Intergovernmental Relations
- 18 Conducting Successful Interviews
- 19-20 Critical Thinking and Influencing Skills
- 26 Working with the Problem Employee

### June 2010

- 2 Public Sector Human Resources
- 3-4 Managing and Supervising People
- 8 Employment, Placement and Practices
- 16 Getting More from Your Compensation and Benefits Programs

### July 2010

- 13 Effective Discipline and Documentation

### August 2010

- 5 Employee Orientations: From Design to Implementation
- 18 Getting Organized: The GO® System